

## New Vessel Agent Supply Form and Ordering Procedures

### New Form for Ordering BOAT 102, 103, and 104s

A new Occupational License (OL) form, **Vessel Agent Supply Order Form (OL 857)** has been developed for vessel agents to use when ordering Permanent Vessel Number and Temporary Certificate of Numbers (BOAT 102), Miscellaneous Receipt and Temporary Certificate of Number (BOAT 103), and Vessel Stickers (BOAT 104). The new OL 857 form:

- Is available on the Department of Motor Vehicle's (DMV) website at [www.dmv.ca.gov/forms/ol/ol857.pdf](http://www.dmv.ca.gov/forms/ol/ol857.pdf)
- Cannot be used for ordering any other vessel agent supplies.
- Must be submitted by **mail only** to Occupational Licensing at the address shown on the form.

### New Policy Information

OL technicians will **no longer** be able to take orders for BOAT 102, 103, and 104 supplies by telephone or fax. Urgent orders will **no longer** be taken.

Mail orders submitted for BOAT 102, 103, and 104 supplies **will not** be filled unless the vessel agent's **Quarterly Physical Inventory (BOAT 124-1)** is on file with OL.

<p><b>NOTE:</b> A vessel agent that has not issued any BOAT 102, 103, or 104 items during a quarter is still required to complete and submit a BOAT 124-1 for the quarter. Write "No items issued during quarter" on the BOAT 124-1 form and submit it.</p>
---

### Procedures for Ordering BOAT 102, 103, and 104s

Vessel agents are encouraged to place their orders well in advance to avoid running out of certificates of number or stickers. To order supplies:

- Complete the **OL 857** form online and print it or print the form and complete it by hand (incomplete forms will be returned to the requestor).
- The form must be signed by the owner, partner, corporate officer, or managing member of record.
- **Mail** the completed form to the address provided on the form.
- Allow 4-6 weeks processing time for orders to be filled.

## **Ordering Other Forms**

The BOAT 124-1 and most other vessel agent forms (OL or vessel registration) are available on the department's website, [www.dmv.ca.gov](http://www.dmv.ca.gov). Forms not available online may be ordered by submitting a written request on the vessel agent's letterhead either by fax (**NOTE: New fax number: (916) 928-6817**) or by mail to:

Department of Motor Vehicles  
Materials Management  
4201 Sierra Point Drive, Suite 112  
Sacramento, CA 95834-1998

## **Background**

The Occupational License Unit previously accepted verbal or hand-written order requests for issuance of BOAT 102, 103, and 104 supplies by phone, mail, or fax; however, this process hindered a uniform accounting of each transaction. The new Vessel Agent Supply Order Form (OL 857) was designed to streamline order requests and improve accountability.

Submission of the Quarterly Physical Inventory (BOAT 124-1) form to Occupational Licensing by the 5<sup>th</sup> day of January, April, July, and October is a required duty of vessel agents.

## **Distribution**

Notification that this memo is available online at [www.dmv.ca.gov/pubs/olin/olin.htm](http://www.dmv.ca.gov/pubs/olin/olin.htm) was made via California DMVs Automated E-Mail Alert Service in August 2010 to the following:

- Vessel Agents
- Dealers
- Registration Services

## **Contact**

Refer questions regarding this memo to the Occupational Licensing Operations Unit at (916) 229-3126.



MARY GARCIA, Chief  
Occupational Licensing